

FINANCE COMMITTEE AGENDA
Tuesday, October 24, 2017
City Hall, Room 207
Immediately Following Personnel Committee
which begins at 4:30 p.m.

MEMBERS: Ald. Moore, Chair; Ald. Steuer, Vice Chair; Ald. DeWane; Ald. Sladek

1. Roll Call.
2. Approval of the Agenda.
3. Approval of the minutes from the October 10, 2017 Finance Committee meeting.
4. Report of the Purchasing Manager:
 - a. Consideration with possible action on a request for approval to award a 3 year contract for Financial Auditing Services for the City of Green Bay and Green Bay Metro Transit to Schenck SC for \$168,750, plus two 1-year renewal options.
 - b. Consideration with possible action on a request for approval to award a 5 year contract for Copy Machines and Maintenance for the Document Center to Bartelt Business Machines, Inc. for \$101,882.
 - c. Report the purchase of 27 vehicles for various City Departments through the State of Wisconsin Vendornet Contract for \$697,879.
 - d. Consideration with possible action on a request for approval to purchase 2018 budgeted cars and light trucks through the State of Wisconsin Vendornet Contract.
5. Discussion with possible action the financial impact to the general levy for property owned by the Brown County Housing Authority.
6. Discussion with possible action regarding the Legislative Management Systems contract.
7. Request by the Finance Director to report out year to date operations through September 2017.
8. Report by the Finance Director.

2017 Contingency Fund
\$79,568.75

1) THIS MEETING IS AUDIO TAPED: THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT

www.greenbaywi.gov

2). ACCESSIBILITY: Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.

3). QUORUM: Please take notice that it is possible that additional members of the Council may attend this committee meeting resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.

4). REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



CITY OF GREEN BAY - PURCHASING DIVISION

TO: Finance Committee
FR: Rick Jensen, Purchasing Manager
DT: October 24, 2017
RE: Purchasing Report
Cc: Diana Ellenbecker

Report of the Purchasing Manager:

1. Request approval to award a 3 year contract for Financial Auditing Services for the City of Green Bay and Green Bay Metro Transit to Schenck SC for \$168,750, plus two 1-year renewal options.
2. Request approval to award a 5 year contract for Copy Machines and Maintenance for the Document Center to Bartelt Business Machines, Inc. for \$101,882.
3. Report the purchase of 27 vehicles for various City Departments through the State of Wisconsin Vendornet Contract for \$697,879.
4. Request approval to purchase 2018 budgeted cars and light trucks through the State of Wisconsin Vendornet contract.

Finance Committee - Report of the Purchasing Manager				
DESCRIPTION	FUNDING SOURCE	AWARDED VENDOR	RESPONSE	
Audit Services - City & Metro Transit Three Year Contract + Two 1-Yr Renewals	101100-53018 - City 603901-53018 - Transit	Schenck SC	2	\$168,750 (3 years)
Copy Machines - Print Shop 5 Year Lease & Maintenance Contract	101107-53002 Copy Machine	Bartelt	4	\$101,882
Report of 27 Vehicles Purchased Off the State of Wisconsin Vehicle Contract.	City Budget	Ewald Motors	4	\$697,879

4.

CITY OF GREEN BAY PROPOSAL SUMMARY

Due Date: 10/11/17

RFP 2941 Financial Audit Services, City of Green Bay/Green Bay Metro

	VENDOR #1		VENDOR #2	
	SCHENCK SC Green Bay		BAKER TILLY Madison	
City of Green Bay	City of Green Bay Est. Annual Hours	City of Green Bay Annual Price	City of Green Bay Est. Annual Hours	City of Green Bay Annual Price
Year 1	370	\$ 48,950	500	\$ 59,000
Year 2	370	\$ 49,600	500	\$ 60,900
Year 3	370	\$ 50,250	500	\$ 62,700
Year 4	370	\$ 50,900	500	\$ 64,600
Year 5	370	\$ 51,550	500	\$ 66,500
Five Year Total:	1850	\$ 251,250	2500	\$ 313,700
Green Bay Metro	Green Bay Metro Est. Annual Hours	Green Bay Metro Annual Price	Green Bay Metro Est. Annual Hours	Green Bay Metro Annual Price
Year 1	60	\$ 6,550	75	\$ 8,600
Year 2	60	\$ 6,650	75	\$ 8,850
Year 3	60	\$ 6,750	75	\$ 9,100
Year 4	60	\$ 6,850	75	\$ 9,400
Year 5	60	\$ 6,950	75	\$ 9,675
Five Year Total:	300	\$ 33,750	375	\$ 45,625
Three Year TOTAL COMBINED:		\$ 168,750		\$ 209,150
Five Year TOTAL COMBINED:		\$ 285,000		\$ 359,325
<u>Add'l hourly work rates</u>				
Partners		\$ 225		\$ 275-375
Managers/Supervisory staff		\$ 150		\$ 125-175
Staff accountants		\$ 100		\$ 120
Clerical/other		\$ 80		\$ 75

4a.

PRINT SHOP COPIER PRICING COMPARISONS 10/9/17									
VENDOR		EQUIP. COST	B&W CLICKS (5 YRS)		COLOR MACH. CLICKS (5 YRS)			5 YEAR MAINT. COST	5 YR COST EQUIP. + MAINT.
					B/W /COLOR				
			10,500,000		190,000	964,000			
RHYME	SHARP A	\$70,291	0.0039	\$40,950	0.0039	0.039	\$741	\$37,596	\$149,578
RHYME	SHARP B	\$50,637	0.0039	\$40,950	0.0039	0.039	\$741	\$37,596	\$129,924
WI DOC IMG	RICOH	\$79,241	0.0029	\$30,450	0.0065	0.0295	\$1,235	\$28,438	\$139,364
GFC	CANON	\$64,628	0.0045	\$47,250	0.0045	0.032	\$855	\$30,848	\$143,581
BARTELT	KONICA A	\$25,985	0.0037	\$38,850	0.0045	0.042	\$855	\$40,488	\$106,178
BARTELT	KONICA B	\$21,689	0.0037	\$38,850	0.0045	0.042	\$855	\$40,488	\$101,882

4b.



CITY OF GREEN BAY - PURCHASING DIVISION

To: Finance Committee Members
 From: Rick Jensen, Purchasing Manager
 Date: October 24, 2017
 Subject: 2017 State Contract Vehicle Purchases

Below is a recap of 27 vehicles purchased off of the State of Wisconsin Vehicle Contract in 2017. All of these vehicles were approved in the 2017 City Budget. The State program utilizes a public and competitive bidding process and awards are made to the lowest vendors by make and model.

This year a total of 465 vehicles were bid for State agencies, and bids were received from four vendors.

Dept.	Vehicle Description	Dealer	Date	P.O.#	Price
DPW - Engineering Division	2017 Chev Equinox	Ewald Chevrolet Buick	1/4/2017	1700002	\$22,632
DPW - Engineering Division	2017 Chev Equinox (3)	Ewald Chevrolet Buick	1/4/2017	1700003	\$61,746
DPW - Engineering Division	2017 Ford F150 4X4	Ewald Hartford Ford	1/4/2017	1700004	\$28,772
Parks	2017 Dodge Ram 1500 4X2 Reg Cab	Ewald Motors of Oconomowoc	4/20/2017	1700052	\$19,882
Green Bay Metro Fire	2017 Ford Explorers (3)	Ewald Hartford Ford	5/4/2017	1700061	\$82,080
Green Bay Metro Police	2017 Chevy Silverado 3500 (2)	Ewald Chevrolet Buick	5/11/2017	1700064	\$65,780
Green Bay Metro Police	2017 Ford Taurus	Ewald Hartford Ford	5/15/2017	1700069	\$20,589
Green Bay Metro Police	2017 (2) Dodge Journey and (2) Dodge Grand Caravan	Ewald Motors of Oconomowoc	5/19/2017	1700078	\$85,670
Green Bay Metro Police	2017 Ford Interceptors (11)	Ewald Hartford Ford	5/15/2017	1700066	\$310,728
TOTAL					\$697,879

4c.